



Agency Records Disposition Schedule

Department: Missouri Courts

Section: Administration

Division: Office of State Courts Administrator

Sub-Section:

TITLE: Central Project Repository Files

CUTOFF: EOSFY in which project closes

DESCRIPTION: Master file which tracks ongoing projects throughout the Office of State Court Administrator along with supporting documentation. Contains all approved projects for the Division of Information Technology as well as service to the court.

RETENTION: Years: 5 Months: Days:

NOTES: Contained in electronic database.

DISPOSITION ACTION: Destroy

SERIES: 23308

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Chief Justice's Advisory Counsel Records

CUTOFF: EOCY

DESCRIPTION: Counsel's review of issues affecting the Missouri Judiciary. Includes reports, surveys, correspondence and minutes from any meetings held for this counsel.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 23311

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Judicial Transfers

CUTOFF: EOCY

DESCRIPTION: Official transfer and request information on behalf of the Supreme Court transferring cases in the event of the disqualification of a judge on his own motion or by parties to the litigation.

RETENTION: Years: 100 Months: Days:

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 8256

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: Missouri Courts

Section: Administration

Division: Office of State Courts Administrator

Sub-Section:

TITLE: Recommended Sentencing User's Guide

CUTOFF:EOCY

DESCRIPTION: Guide published annually to recommended sentences based upon the actual sentencing practices of Missouri trial judges.

RETENTION: Years: 1 Months: Days:

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 23310

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Special Project Files

CUTOFF:EOSFY in which project implemented

DESCRIPTION: Circuit Court Budget Committee award documents to assist with temporary employment in the courts for long term leave or overtime assistance to keep court records current.

RETENTION: Years: 2 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23309

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010